

TOWN OF EAST WINDSOR

Job Description

DEPARTMENT: TOWN CLERK

TITLE: PART-TIME ASSISTANT TOWN CLERK/ASSISTANT REGISTRAR OF VITAL STATISTICS

POSITION STATUS: Part time, Non-exempt & hourly

The Part time Assistant Town Clerk/Registrar of Vital Statistics position is appointed by the Town Clerk and must be approved by the Board of Selectmen and sworn to the duties as required under the Connecticut General Statutes 7-19 and 7-38. Provides clerical assistance to the Town Clerk. Performs clerical work in land records; issues licenses and permits; issues absentee ballots; provides information to the public requiring knowledge of programs and procedure and assists in the processing of all vital records, as prescribed by the Department of Public Health.

PRIMARY DUTIES:

- Responds to inquires of general public, as well as professional community via phone, correspondence, and person-to-person
- Processes, records and indexes Deeds, Mortgages, Liens etc.
- Issues burial permits, cremation permits, cremation certificates and disinterment permits to funeral directors
- Issues Fish & Game licenses and permits
- Reads and interprets general statutes of the State of Connecticut and Town Charter, as they apply to this office
- Issues absentee ballots and registers new voters
- Serves as clerk at Town Meetings in the absence of the Town Clerk; records meeting & completes minutes of the meeting
- Receives & files agendas & minutes of all town Boards and Commissions
- Assists with posting on the Town website, including but not limited to agendas minutes and meeting dates
- Administers oath of office to elected & appointed officials; oaths to persons applying for a marriage license
- Issues dog & kennel licenses
- Understands procedures and requirements of the Freedom of Information Act (as it applies to this office), or is able to learn
- Receives and is responsible for filing subpoenas served on the town and distributing copies where needed
- Processes Veteran's discharges
- Collects and reports municipal and State conveyance taxes
- Maintains Notary Public files
- Certifies copies of documents & vital records that are recorded/filed in Town Clerk's office

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The above duties describe the most significant duties performed and are not to be considered a detailed description of every duty of the position. Other occasionally and position-related duties may be assigned.

SUPERVISED BY:

Works under the direct supervision of the Town Clerk

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES & QUALIFICATIONS:

- A high school diploma with three year's experience in general clerical office work involving direct contact with the general public, with municipal experience preferred.
- Ability to interpret and utilize Connecticut General Statutes, regulations and ordinances governing responsibilities of the Town Clerk's office
- Ability to work well with the public and have strong communication and customer service skills
- Ability to multitask, establish priority of tasks and complete work in a timely manner without close supervision
- Accurate numeric and alpha typing skills; strong analytical skills including the ability to analyze, retrieve and interpret data; ability to perform basic mathematical computations
- Observe strict confidentiality in maintaining restricted vital records and in processing sensitive information
- Effectively operate software necessary for the job, such as but not limited to Microsoft software; and the ability to learn to operate other software programs such as New Visions, and D.E.E.P Fish & Game
- Knowledge of Internet and e-mail processes
- Ability to work with extreme accuracy in the recording and indexing of land records and to be able to solve recording & indexing difficulties in a practical manner
- Knowledge of how to operate telephone, copier, fax, computer, postage machine, calculator, typewriter & scanner

LICENSE OR CERTIFICATION:

- Is willing to go to educational seminars and possibly obtain Connecticut Town Clerk Certification
- Has a Connecticut Driver's License
- Is willing to become a Notary Public

PHYSICAL REQUIREMENTS:

- Must be able to move heavy land and map record books, lift boxes, etc.
- Position often requires sitting, standing, bending, stooping, pushing, pulling, lifting & carrying in 20lbs more or less
- Position occasionally requires, crawling, kneeling, and climbing

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NORMAL WORK ENVIRONMENT:

- Work environment involves slight physical risks that require following basic safety precautions

VISUAL REQUIREMENT NEEDED TO PERFORM ESSENTIAL FUNCTIONS OF JOB:

- Position often requires reading documents for general understanding, analytic purposes and reading for high degree of accuracy
- Position occasionally requires driving